

Frederick County Department of Aging

Volunteer Position Description

Position Title	Hostess/Greeter
Purpose	Provide assistance during the omelet bar lunch. The omelet bar is offered once a month and includes a health/nutrition talk. Approximately 40 seniors attend.
Position Description of Duties	Meet and greet the participants, especially those who haven't attended before. Serve coffee and juice to seniors who need assistance. Help with setting the tables, serving, and cleaning up.
Qualifications for position	Friendly Patient Enjoy older adults Willing to learn and adhere to food safety and food service standards and practices
Time Requirement	11:00 am – 1:30 pm the 3rd Wednesday of each month
Location of Assignment	Urbana Senior Center, 9020 Amelung St. Frederick, MD 21704
Orientation and Training	1 hour of orientation (flexible time and day) hands-on training
Benefits	Smiles and conversations with seniors
Evaluation & Reporting Procedures	Informal evaluation after each omelet bar
Supervisor:	Susan Hofstra
Contact Person:	Susan Hofstra
Contact Info:	301-600-7020, shofstra@frederickcountymd.gov